



Missouri Department of Elementary and Secondary Education  
Educator Certification/Conduct and Investigations  
P.O. Box 480  
Jefferson City, MO 65102-0480  
Phone: (573) 522-8315 / FAX: (573) 522-8314

## FBI/Highway Patrol Background Check Procedures

### Missouri Applicant Processing Services (MOAPS)

Please complete the information below and have available when scheduling the appointment to get your fingerprints taken. This information may be completed by the applicant or requesting school district.

School County-  
District Code\*\*

School  
Name

School Address

DESE ORI Number **MO920320Z**

\*\*This six digit number will ensure that DESE returns the results to the correct district, college or employer. If you are not currently employed with a school district, use 999999 for the county-district code and the results will be returned directly to the applicant. All of the above information is necessary to schedule an appointment with MOAPS.

### Employee Status (Please circle **ONLY** one):

(E) Educator / (U) Non-Certificated Employee (Secretary, Janitor, Etc.) / (S) Substitute Teacher / (B) Bus Driver

**Schedule an appointment:** You may telephone toll-free 1-866-522-7067 or use the web application at <http://www.identix.com/iis>. Have the information requested above ready! The fee for this process is \$50.95 (\$38.00 for the fingerprints and \$12.95 for processing through Identix).

**If you have a fingerprint card,** and wish to have your prints "captured" in ink by the local police department, you should make your \$50.95 check or money order payable to "IDENTIX" and mail it along with the fingerprint cards to Identix:

**IDENTIX IDENTIFICATION SERVICES  
ATTN: CARD SCAN  
1650 WABASH AVE STE D  
SPRINGFIELD IL 62704-5370**

Remember, card and ink fingerprints are not as accurate as those captured electronically! The electronic MOAPS fingerprint cards will be given priority. Turn around time for electronic fingerprint results is anticipated to be 1-2 weeks from the date the fingerprints are captured.

**Substitute teacher certificate** information **MUST** continue to be entered by the school district into the DESE on-line database. When the fingerprints results are received, DESE will be able issue the substitute certificate to the school district.

*If you have any questions about completing the process, please call 573-522-8315 or 573-751-0051.*